

UConn HEALTH

Office of Radiation Safety

Radiation Safety Committee Charter

Purpose

This document outlines the membership, authority, roles, responsibilities, and operating procedures of the UConn Health Radiation Safety Committee (RSC). The RSC is the administrative body responsible for the safe use of ionizing radiation at UConn Health.

Regulatory Oversight

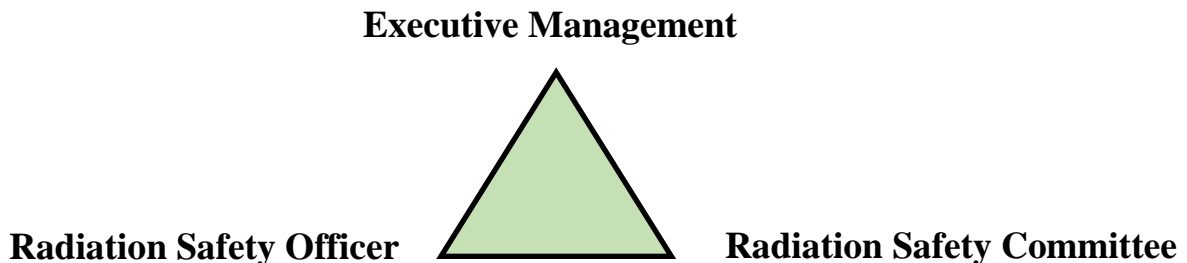
The use of radioactive materials (RAM) is primarily regulated by the NRC through a broad scope license issued to UConn Health. Per 10 CFR Parts 33 and 35, institutions that receive, possess, or transfer radioactive materials must establish a Radiation Safety Committee (RSC).

The use of radiation generating devices (RGD) is regulated by the State of Connecticut Department of Energy and Environmental Protection (DEEP).

Executive Management and Organization Chart

UConn Health adheres to the NRC “Management Triangle” outlined in NUREG-1516. The three entities responsible for management of the radiation safety program are Executive Management, the Radiation Safety Officer (RSO), and the Radiation Safety Committee (RSC). No one element is considered more important than the others are; rather the management triangle represents a team approach in which the success of the team is dependent upon the contribution of each element.

Executive Management is responsible for the radiation safety program however; they rely on the RSO and RSC to oversee day-to-day implementation of the program.



The individual representing Executive Management is the Chief Executive Officer/Executive Vice President for Health Affairs. The RSC reports to the CEO through the Management

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Representative. The Management Representative is provided with a signed delegation of authority letter to act on behalf of the CEO on matters related to radiation safety.

Authority

The RSC has the authority to grant, deny, or withdraw permission for use of radioactive materials and radiation generating devices at UConn Health.

The RSC has the responsibility of overseeing the implementation of the radiation safety program.

Membership

The RSC size and composition shall be large enough to adequately represent the spectrum of radiation uses at UConn Health. Members are appointed by the CEO. All members are considered voting members.

RSC membership shall meet or exceed the requirements set forth in 10 CFR 33.13 and 10 CFR 35.24. This includes:

- A representative from executive management (Management Representative)
- The RSO
- A representative of the nursing service
- An authorized user for each type of use permitted under the license

Other individuals with appropriate training and experience may be appointed at the discretion of the CEO. Existing members can submit nominations for new members to the RSC Chair for consideration at any time.

Members are expected to attend 75% of all meetings held. If a member does not attend three consecutive meetings and/or does not actively participate in RSC business, the RSC may vote, at the discretion of the Chair, to replace that member.

To plan for temporary absences, each RSC member may, with the consent of the Chair, appoint a designated alternate. The designee may represent the absent member in all aspects of RSC participation and shall have the responsibility and authority to act on behalf of that member.

RSC Chair

The Chair is responsible for conducting regular RSC meetings in accordance with this charter. The Chair is appointed by the CEO to serve a three year term. Chairs should have knowledge of radiation safety issues, good leadership abilities, credibility by virtue of their position within UConn Health, and a desire to serve as Chair. The RSO or Management Representative shall not be appointed as Chair. The RSC and Chair represent Executive Management in the formulation of policy therefore, the Chair is expected to guide the RSC's agenda.

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The RSC may elect a vice Chair, for a renewable three-year term, to function as Chair whenever the Chair is unavailable. The Chair may also delegate temporary Chair responsibilities to a Committee member if the Chair is unable to attend a meeting.

Duties and Responsibilities

The RSC is responsible/authorized to perform the following:

- Review and approve license amendment requests before submission to the NRC
- Review activities to ensure compliance with license and regulatory requirements
- Review radiation exposure records to ensure exposures are being maintained ALARA
- Approve investigation levels within the ALARA program
- Review/approve individuals wishing to become an Authorized User or Authorized Medical Physicist
- Review/approve uses of RAM
- Review/approve significant changes to the radiation safety program
- Review incidents involving RAM/RGD with respect to root cause and corrective action to prevent recurrence
- Review/approve radiation safety manual content
- Recommend and/or approve actions to correct programmatic deficiencies or prevent recurrence of incidents involving radioactive materials or devices
- Evaluate the adequacy of facilities and equipment for RAM or RGD applications
- Ensure that license amendment requests are approved, as required, prior to changes to facilities, equipment policies, procedures, or personnel
- Establish a program to ensure all individuals who work with or in the vicinity of radioactive materials are properly instructed as required by all applicable laws, regulations and our NRC license
- Maintain written records of all committee meetings, actions, recommendations, and decisions
- Review appeals for actions taken by the RSO or the Office of Radiation Safety
- Carry out unannounced inspections and surveys as needed to ensure compliance with the radiation safety program

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Meetings

The RSC meets at least quarterly or as often as needed to effectively manage the radiation safety program. A quorum is defined as one half of the RSC membership and must include the RSO and Management Representative. A quorum is required for a meeting to be deemed official and for meeting actions to be considered binding. Committee members can attend remotely via teleconference or similar means.

A simple majority is required to approve or adopt any motion that has been proposed and seconded during a meeting. Members may submit agenda recommendations to the Chair for consideration.

The RSC may also approve items via email or similar means when permitted by the RSO and RSC Chair. A simple majority is required to approve these items.

Additional meetings may be requested by committee members, however they are subject to Chair approval. Any non-committee member wishing to address the committee must have their presentation approved by the Chair in advance. Members may invite guests to attend meetings however, the Chair may excuse them at any time for the committee to enter an executive session.

Reports, Records and Minutes

Meeting minutes shall be prepared in draft and disseminated to members for review and comment prior to the next scheduled RSC meeting. Minutes shall include date of meeting, members present and absent, and include a summary of deliberations, discussions, and recommendations.

Minutes shall be approved during the next scheduled meeting via a majority vote. Approved minutes, as well as reports submitted to the RSC, will serve as official documentation of the UConn Health radiation safety program.

Subcommittees

Subcommittees may be established as necessary and shall be comprised of members of the RSC. Members are appointed by the Chair. Ad-hoc committees may be established at the request of the Chair and/or RSO. Individuals who are not members of the RSC may be appointed to subcommittees at the discretion of the Chair.